CFMS CONTRACT ENCUMBRANCE

Encumbrance Processing

The following steps describe the contract encumbrance and cancellation process. All contracts should be encumbered on-line unless the contract is entered prior to the opening of a fiscal year.

To process contracts to accounting for encumbrance:

1. **Verify** that the "FY" field on KENT is displaying the year in which the encumbrance will be processed. In most cases, this field should display the current year. The exception applies only to continuing appropriation contracts.
2. **Verify** that the encumber status code on all KACG records that should interface to accounting are set to **1 - Ready To Go To Accounting**.
3. **Verify** that the KOFY screen total equals the base contract amount on KENT.
4. **Verify** that the KOFY amount for the current year (year to be encumbered) is equal to the KACG(s) total. The KOFY amount maybe split between several KACG records.
5. **Change** the status code on the KENT screen to **ENO - Encumber On-Line**.

SPECIAL ENCUMBRANCE TIP:
Use the "ENB" - "Encumber Batch" status if entering the contract prior to the fiscal year opening. If the contract requires OCR approval the system will set the status to "ENB" after OCR approval. **NOTE: BE SURE A KACG RECORD EXISTS AT STATUS '1'**. These contracts will be processed in the first nightly cycle of the new year after the budgets are loaded.

Encumbrance Successful

If the encumbrance is successful, the status code of KENT will return at **ENS -Encumbrance Successful**. The Encumber status code on KACG should be **3 - Passed Accounting Processing**.

Encumbrance Failure

If the encumbrance fails, status code of KENT will be set to **ENF - Encumbrance Failed**.
To process a correction:

1. **Inquire** on the KACG screen and review the reason codes returned from AFS, which are displayed in the bottom right corner of the screen. If multiple errors exist, the user may want to screen print the errors.
2. **Change** the status on KACG to **1 - Ready to Go to Accounting**. The errors code will disappear with the status changed from 4 to 1.
3. **Correct** any errors.
4. Change the Kent status to ENO and **resubmit** the transaction.

Cancellation of Contract Encumbrance

To process contracts to accounting for encumbrance cancellation, an amendment/change can not be entered and active and there can be no invoices processed against the contract. If a contract amendment/change has been entered, locate the contract amendment/change cancellation procedures section of this document or the user guide.

Change the status code on the KENT screen to **CEN - Cancel Encumbrance On-line** and resubmit.

Cancel Encumbrance Successful

If the cancel encumbrance is successful, status code of KENT will return at **CES - Cancel Encumber Successful**.

Cancel Encumbrance Failure

If the cancel encumbrance fails, status code of KENT will be set to **CEF - Cancel Encumbrance Failed**.   To correct:

1. **Inquire** on the KACG screen and **review** the reason codes returned from AFS.
2. **Change** the status of KACG from 7 to 6.
3. Correct any errors.
4. **Change** the status code on KENT status to **CEN - Cancel Encumbrance On-line** and resubmit.

AFS Encumbrance Screens

Users who have access to AFS may view or verify the encumbrance information established in AFS on the OPOH\OPOL screens.

1. Select option '1' on the ISIS screen.
2. Type 'N' in the ACTION field and 'OPOH' in the TABLEID field and press enter.
3. Type 'S' in the ACTION field and tab to the VENDOR NUMBER field and input the nine digit vendor number. Next, type your three digit agency number in the PO AGENCY field, input fiscal year of the document 'YY' plus the purchase order number in the PO NUMBER FIELD and press enter. If the encumbrance was successful, header information about your order encumbrance will appear.
4. From the OPOH Screen type 'L' in the ACTION field and press enter. The system will leaf to your accounting line information on the OPOL screen. To view additional line information, if you have more than one accounting line, just press enter.
5. Type 'E' in the ACTION field and press enter to return to the ISIS screen.

Common Interface Error Messages

A472E   **PS OBJECT ON PO OR RQ**

The object coded on the transaction is a personal services object, (according to the Object Table) and is not valid on Pos or requisitions. Correct the object code and resubmit.

A493E   **INCREASE > UNOBLIG APPR**

The line amount exceeds the budgeted authority amount for the appropriation. Correct the line amount of the accounting distribution and resubmit the transaction.

HFR9E   **FED AID BUDGET HAS BEEN CLOSED**

The document is referencing a federal aid budget line on the Federal AID Budget Line Table that has been closed.

429LE   **ACCTG PERIOD MUST BE 13**

The current documents' Accounting Period must be the year-end adjustment period (13) for the action requested. Change the Accounting Period field and resubmit the document.

The cause of the following error messages may be an inappropriate fiscal year. To resolve this problem, verify the correct fiscal year was entered for the accounting distribution information

C100E   **INVALID FUND FOR BUD FY**
C120E   **INVALID FUND/AGENCY FOR BFY**
C122E   **BAD FUND/AGENCY FOR ACCT FY**
C152E   **INVALID OBJECT**
HP04E   **INVALID PROJECT**